

**Funding Opportunity:** Ukraine: USG Public Diplomacy Small Grants Program

**Announcement Type:** Grant

**Funding Amount:** **\$200,000 Total Funding**  
**To be awarded in grants valued up to \$8,000 for individuals**  
**and up to \$25,000 for organizations**

**CFDA:** 19.040

**Opening Date:** December 28, 2016

**Closing Date:** September 1, 2017 at 11:59 p.m. GMT+2

**Program:** Ukraine: USG Public Diplomacy Small Grants Program

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**SUMMARY:** The U.S. Embassy in Kyiv announces the 2016-2017 Public Diplomacy Small Grants Program. Subject to availability of funds, the Embassy will award small grants as described below to Ukrainian and U.S.-based non-governmental, not-for-profit organizations and individuals. The program seeks to highlight and celebrate the connections between the United States and Ukraine, strengthen bilateral relations, and increase mutual understanding between the people of the United States and Ukraine through programs in culture, arts, and education. Specific thematic priorities and program requirements are described in detail below. Applications will be accepted on a rolling basis and will be reviewed quarterly by a U.S. Embassy grants committee.

**GOALS:** As the United States and Ukraine prepare to celebrate 25 years of bilateral relations in 2017, the U.S. Embassy plans to implement a yearlong program of cultural and educational events that look back on the rich history of connections between the people of our two countries, celebrates today's joint successes, and calls on people in both countries to imagine how we will work together to develop, strengthen, and expand the U.S.-Ukraine relationship over the next 25 years.

#### **ELIGIBILITY REQUIREMENTS:**

Ukrainian and U.S. individuals and registered non-profit, non-governmental organizations are eligible to apply.

#### **Organizations Not Eligible to Apply:**

Third country organizations and individuals are not eligible.

## ELIGIBLE PROJECT THEMES

- Projects in the performing and visual arts, including but not limited to music, dance, theater, literature, film, photography, and video.
- Projects for gallery-style exhibitions of painting, sculpture, photography, artifacts, cartoons, or other similar work.
- Translation of books by American authors into Ukrainian for distribution in hard copy and as e-books.
- Lectures and roundtables by U.S. experts in music, dance, theater, literature, poetry, film, and video.
- Lectures and roundtables by U.S. experts in diplomatic history, politics, economics, democratic and economic development, good governance, entrepreneurship, and innovation
- Lectures and roundtables by U.S. experts in human rights, including issues such as trafficking in persons, integration of displaced populations, and providing services to these persons.

Special consideration will be given to projects that include the following aspects:

- Highlighting the 25th Anniversary theme.
- An element of connecting audiences and participants in both Eastern and Western Ukraine.
- An element that involves audiences and participants in Eastern Ukraine and/or Crimea.
- An element that focuses on audiences ages 16-30.

Participation of American citizens is encouraged but not required.

Proposals **may not** include funding requests for the following:

- Office rent and utilities;
- Ongoing operating costs and capital improvements;
- Purchase of furniture and office decorations;
- Purchase of vehicles;
- Establishing an alumni center or association unless part of a broader project;
- Activities that convey the appearance of partisanship or support for electoral campaigns;
- Social welfare projects;
- Academic or analytical research (if not part of a larger project);
- Scholarships;
- Medical and psychological research;
- Clinical studies;
- Provision of health care services;
- Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours).

## FUNDING LEVELS AND ALLOWABLE EXPENSES

Subject to availability of funds, individuals may apply for grants up to \$8,000. Organizations may apply for up to \$25,000. Allowable costs are those **directly related to the project activities**. The program encourages organizations to provide in-kind contributions and/or coordinate funding with other donors.

Costs incurred before the official grant period begins (pre-award costs) will not be reimbursed.

## APPLICATION AND SUBMISSION INFORMATION:

**Period of Performance:** This program supports projects up to 12 months in duration. Proposed projects should have a proposed start date no earlier than February 1, 2017, and no later than September 1, 2017.

**Application Submission Process:** Application materials must be submitted by email to [KyivPDGrants@state.gov](mailto:KyivPDGrants@state.gov). The subject line of submission emails should follow this format: Kyiv PD Grants Application: Project Title, Name of Individual or Organization.

For assistance with the requirements of this solicitation, please email [KyivPDGrants@state.gov](mailto:KyivPDGrants@state.gov).

**Application Deadline:** Applications will be accepted on a rolling basis and will be reviewed at least quarterly by an Embassy grants committee. Applications will be accepted by email to [KyivPDGrants@state.gov](mailto:KyivPDGrants@state.gov) through September 1, 2017 at 11:59 p.m. GMT+2.

**Application Content and Format:** Applicants must follow the instructions and conditions contained herein and supply all information required.

**Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.**

*Applicants must set forth full, accurate, and complete information. Providing false or misleading information in an application will result in disqualification from this and future Public Diplomacy Small Grants competitions.*

## APPLICATION INSTRUCTIONS

Applications may be found at <http://ukraine.usembassy.gov/pd.html>. Applications should be submitted in **either Ukrainian or English** to [KyivPDGrants@state.gov](mailto:KyivPDGrants@state.gov) (please do not use Google translate or other programs to fill out applications)

Section 1. Provide information about the individual or organization applying, including prior grants received, personal experience, and/or organizational capacity.

Section 2: Provide information about partner organizations, if applicable.

Section 3: Summarize the project and its intended impact.

Section 4: Provide project dates. If the project is linked to a specific event or date, please note it here. If the project can be implemented earlier or later than indicated, please note it here.

Section 5: Describe the project in detail, linking project activities to intended results. Explain why the project is important, and how and why the particular audience and project location was selected. Include a description of how project managers will measure results. Include a detailed timeline that explains how the project will be implemented, when, and by whom.

Section 6: Provide a detailed budget, using the template provided. The purchase of alcoholic beverages is not permitted under any circumstances. Expenses incurred before the project begins will not be reimbursed.

Applicants may use up to 10 continuation sheets as needed to provide information. Continuation sheets should be standard A4 or 8 ½ x 11 inch paper, with text in Times New Roman font, size 12, with one-inch margins.

## **REQUIRED ATTACHMENTS**

In addition to the completed application form and continuation sheets, proposals should include the following documents:

- 1) If applicable, a complete list of previous grants received within the last five years, whether supported by the U.S. government or another donor including the date, amount, donor and project theme.
- 2) Resumes of key personnel/participants.

## **ADDITIONAL REQUIREMENTS FOR ORGANIZATIONS:**

All organizations applying to receive Federal assistance must have a Dun & Bradstreet Number (DUNS), a CCR ([NCAGE](#)) number, and an active account with the System for Award Management ([SAM.gov](#)) **before an award can be made.**

**Dun & Bradstreet DUNS** - A DUNS number may be acquired at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or requesting on-line at [www.dnb.com](http://www.dnb.com). The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. All organizations applying for U.S. government grant funds must have a DUNS number. To obtain a DUNS number, please follow the steps below:

1. Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.
2. Select the country where your organization is physically located. Complete

and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary Standard Industrial Code (SIC), and annual revenue. Typically, organizations can complete this process in one day and have a DUNS number emailed to them. For technical difficulties in obtaining this number, please contact D&B at: [govt@dnb.com](mailto:govt@dnb.com).

**System for Award Management (SAM)** - SAM is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at: <https://www.statebuy.state.gov/fa/Pages/SAMInfo.aspx>. Foreign-based applicants are strongly encouraged to review these guides when creating an account with SAM.gov. Further, applicants must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, Applicants must renew it at least once each year. If an account expires, the Organization cannot submit a grant application until it is renewed.

To create a new account, please follow the steps below:

1. Go to <http://www.sam.gov>.
2. Select Create User Account, and then select Create an Account on the left-hand side of the screen under Individual Account Details. Organizations must have DUNS number and a CAGE number (US Domestic Organizations) or a NCAGE number (Foreign Organizations), to create an account.
3. Complete and submit the online form. If the applying organization already has the necessary information on hand (see the [SAM User Guide](#)), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it can take anywhere from three to fourteen days to complete the process of creating an account with the system. For help with SAM.gov, please visit their support page at: <https://www.fsd.gov> or contact them at: (+1) 334-206-7828.

Authority: Overall grant making authority for this program is contained in the Foreign Assistance Act of 1961, Public Law 87-195, as amended. The purpose of the Act is “to enable the Government of the United States to promote the foreign policy, security, and general welfare of the United States by assisting peoples of the world in their efforts toward economic development and internal and external security, and for other purposes.” The funding authority for the program above is provided through legislation.

### **ANTICIPATED TIMELINE**

December 2016: Notice of Funding Opportunity Published

January 2017: Application Review Begins

February 2017: First Quarterly Grant Review Committee Meets

February-September 2017: Depending on project scheduling, PAS will work with successful applicants to finalize project plans and budgets, to implement projects, and submit required project reports, including monitoring and evaluation data.

Note: As PAS Kyiv expects to receive a large number of proposals in response to this Notice of Funding Opportunity, Review and Notification will happen on a rolling basis throughout the winter and spring.

### **SELECTION CRITERIA:**

Requests for funding provided by the U.S. Embassy should not exceed \$8,000 for individuals and \$25,000 for organizations.

The Embassy Public Diplomacy Grants Committee will use the following criteria to evaluate proposals received in response to this funding opportunity:

**Program Goals and Objectives/Activities Plan (50%):** A clear overview of the program, as well as goals and objectives, should be indicated in the proposal. The Embassy Public Diplomacy Grants Committee will closely consider whether the overall objectives lead to the goals of the program. Applicants should describe what they propose to do and how they will do it. The proposed activities must directly relate to meeting the goals and objectives, and applicants should include information on how they will measure activities' effectiveness. Proposals should have a clear **monitoring and evaluation plan** to ensure proper implementation of the program. The Grants Committee will evaluate the activities planned in terms of their relevance to the current situation and the program goals and objectives, the feasibility of the proposed activities, and their timeline for completion.

**Individual or Organizational Capacity (25%) :** Applications must include a clear description of the project management structure and previous experience with similar programs. Besides information about the organization and/or individual, this section must also identify the proposed management structure and staffing plan for the proposed program. Applicants must demonstrate the ability and commitment to complete the program.

**Budget (25%):** Costs should be reasonable and realistic in relation to the program activities. Applicants are encouraged to provide as much detail as possible so that the committee may determine the extent to which the request represents an efficient use of USG resources. The budget should be consistent with the narrative description of the program and should reflect the applicant's understanding of the allowable cost principles established by Title 2 CFR 200.306 (part 230) on cost principles for non-profit organizations.

**Cost Sharing:** Cost sharing is strongly encouraged; however, it is not a requirement of an application in response to this funding announcement.

### **DISCLAIMER**

Applicants can expect to be notified of the status of their application within sixty days of the submission deadline. Issuance of this funding opportunity does not constitute an award commitment on the part of the United States Government. It does not commit the USG to pay for costs incurred in the preparation and submission of proposals. The USG reserves the right to reject any or all proposals received. If a proposal is selected for funding, the U.S. Embassy in Kyiv has no obligation to provide any additional future funding in connection with the award. The USG reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.

### **CONTACT INFORMATION**

Should additional information be required, please contact the U.S. Embassy in Kyiv, Ukraine at [KyivPDGrants@state.gov](mailto:KyivPDGrants@state.gov).